

DDA
FYI ONLY

ER 85-234

**Office of Legislative Liaison
Routing Slip**

STAT

To:

	ACTION	INFO
1. D/OLL		X
3. DD/OLL		X
3. Admin Officer		
4. Liaison		X
5. Legislation		
		X
		X
		X
SUSPENSE		
	Date	
Officer:		

Name/Date

EXECUTIVE SECRETARIAT
ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	EXDIR		X		
4	D/ICS		X		
5	DDI		X		
6	DDA	X			
7	DDO		X		
8	DDS&T		X		
9	Chm/NIC		X		
10	GC		X		
11	IG		X		
12	Compt		X		
13	D/Pers		X		
14	D/OLL		X		
15	D/PAO		X		
16	SA/IA		X		
17	AO/DCI				
18	C/IPD/OIS				
19	NIO				
20	C/Protocol		X		
21					
22					

SUSPENSE 22 Feb 85

Date

Remarks To #6: For preparation of nomination(s) and
transmittal for DCI Signature.

STAT

Executive Secretary
22 Jan 85
Date

3637 (10-81)

JAN 14 1985

Honorable William J. Casey
Director
Central Intelligence Agency
Washington, DC 20505

Dear Honorable Casey:

The Interagency Committee on Women in Science and Engineering (WISE) is a non funded organization formed to strengthen recruitment and advancement within the federal government for women in the fields of science, engineering and related technology. WISE also strives to ensure that women are encouraged to prepare for scientific careers and are aware that the U.S. Government has attractive opportunities to offer in their fields.

In keeping with the above objectives, WISE is pleased to announce the establishment of two annual awards, the WISE Award and the WISE Lifetime Achievement Award. The awards are designed to recognize the scientific and technical contributions of women scientists and engineers in the federal service. Presentation of the awards will take place at the annual WISE training conference luncheon on March 28, 1985, at the West Park Hotel in Rosslyn, Virginia. Both the award recipients and their respective Agency Heads will be invited to attend the luncheon as guests of WISE.

WISE invites you to nominate one candidate for each award. The nomination format and criteria are indicated on the enclosed forms. The nominations must be received not later than February 26, 1985.

Women scientists and engineers have contributed significantly to the scientific and technological advancements which have benefitted not only the federal service, but the nation as a whole. We hope you will take this opportunity to recognize those women in your agency/department who have performed outstanding work in those fields and nominate a candidate

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for each of these awards. The agency/department(s) of the award recipients are requested to provide the necessary travel expense for their attendance to the training conference. Each nominee will receive a letter from WISE acknowledging her nomination.

We look forward to your participation. If you have any questions, please call me at 357-9819 or Bettie White, Chairperson of the WISE Awards Subcommittee, at 453-2174.

Sincerely,



Joan Humphries
Chair, Interagency Committee on
Women in Science and Engineering

2 Enclosures

WISE ACHIEVEMENT AWARD
(LIFETIME ACHIEVEMENT)

OBJECTIVES:

- **Recognize the scientific and technical contributions of Women Scientists and Engineers in Federal Service (WSEFS)**
- **Promote and attract talented women into science, engineering, and technical careers in the Federal Service**

AWARD:

- **The award is granted in the form of a plaque and an honorary citation. The award is presented by the President of the WISE at the annual luncheon during the WISE National Training Conference in the presence of all attendees and the news media.**

ELIGIBILITY AND NOMINATIONS:

- **All federal career female employees with 20 years service are eligible.**
- **Nominations will be solicited from the heads of Federal departments and agencies (see enclosed Nomination Format).**
- **Nominations summarizing the individual's achievement/contributions should not exceed two pages in length. Nominations should be forwarded to:**

**Ms. Joan Humphries
Women in Science and Engineering (WISE)
National Science Foundation
Washington, D.C. 20550**

CRITERIA:

- **Exceptional scientific or technical efforts/achievements**
- **Outstanding in science, engineering, and technological related efforts at local, national, or international levels**
- **Ability to overcome obstacles and realize technical objectives**
 - Budget
 - Schedule/Time
 - Personal
 - Reorganization
 - Resources
- **Perseverance and effectiveness in dealing with difficult or sensitive problems**
- **Unusual degree of imagination, innovation, and initiative involved in a specific achievement impacting on the Agency and the public**
 - Publications
 - Inventions
 - Patents
- **Served as a role model and facilitated the advancement of women in science, engineering, and technical fields.**

SELECTION PANEL:

- **Final selections will be made by a distinguished panel of professionals in the fields of science and engineering.**

NOMINATION FORMAT

— LAST NAME —

— FIRST NAME —

— MIDDLE INITIAL —

ORGANIZATION:

PRESENT POSITION TITLE:

PRESENT GRADE/STEP:

PERIOD COVERED (Month-Day-Year):

RECOMMENDED AWARD:

- WISE Award _____
- WISE Achievement Award (Lifetime) _____

PHOTOGRAPH (Black & White Glossy):

SUPPORTING JUSTIFICATION (Narrative in 250 words or less):

CERTIFICATION OF RECOMMENDING/HEAD OF AGENCY:

This is to certify that I have reviewed and fully understand the stringent criteria established for recognizing the contributions/achievement; the employee is, without qualification, worthy of recognition for reasons stated.

SIGNATURE OF RECOMMENDING OFFICIAL: _____

TYPED NAME/TITLE: _____ **DATE** _____

SIGNATURE OF HEAD OF AGENCY: _____

TYPED NAME/TITLE: _____ **DATE** _____

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Ms. Joan Humphries
Women in Science and Engineering (WISE)
National Science Foundation
Washington, D.C. 20550

CRITERIA:

Factors to be included in evaluating the nominations include, but are not limited to, the following:

- A significant achievement which has lead to an advancement in the state-of-the-art in their particular field
- An invention, patent, or design of equipment which has significantly enhanced their field of work or opened up new fields
- An exceptionally innovative and/or creative research paper or project which has either significantly improved or led to a new field of research
- Exceptional contributions to professional and/or technical societies which have resulted in nationwide or worldwide recognition

SELECTION PANEL:

- Final selections will be made by a distinguished panel of professionals in the fields of science and engineering.

NOMINATION FORMAT

LAST NAME

FIRST NAME

MIDDLE INITIAL

ORGANIZATION:

PRESENT POSITION TITLE:

PRESENT GRADE/STEP:

PERIOD COVERED (Month-Day-Year):

RECOMMENDED AWARD:

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